



**YOUTH COMMUNITY CORRECTIONS BUREAU  
GREAT FALLS YOUTH TRANSITION CENTERS  
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 160-1	Subject: <b>YOUTH COMMUNITY RESIDENTIAL FACILITY PROGRAMS</b>	
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Applicable ACA Standards: 3-JCRF-5A-12, 3-JCRF-5A-13, 3-JCRF-5D-01,	Revision Date:	
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10	
Signature: /s/ <i>Steve Gibson</i>		

**I. CENTERS DIRECTIVE:**

Community supervision, shelter, food services, emergency financial assistance with transportation, medical and mental health services, vocational evaluation and training, employment counseling and placement, and education training and placement shall be provided the residents in the facility. These facility programs shall be consistent with a community residential philosophy; that of not providing all services in-house to encourage community involvement and participation. This procedure will be reviewed annually.

**II. DEFINITIONS:**

**Religious Practice** - A religion, religious denomination, or sect supported by literature that states religious principles recognized by a group of persons who share common ethical, moral, or intellectual views that are not defamatory, racial, political, or derisive in nature.

**Community Resources** - Those services, organizations, agencies, activities, and educational/vocational and treatment/diagnostic agents, paid or not, located outside the community residential premises that may be sought to meet the individual needs of residents.

**III. PROCEDURE:**

**A. Staff Assistance with Program Explanation and Rules**

1. Designated intake staff shall, on the juveniles' entry into the facility, allow each resident to read or, if necessary, have read and explained to him/her the facility program and its rules and regulations, including the disciplinary procedures available to the staff. Each resident will sign and date a copy affirming these have been reviewed. Staff shall, on intake, show each new resident where the program rules are conspicuously posted in the facility.
2. Should a language or literacy problem exist that might lead to a resident's misunderstanding of the program or the facility's rules and regulations, assistance shall be provided, either by staff or another qualified individual under the supervision of a staff member. A list of personnel or volunteers available as interpreters shall be available (jurisdictions vary as to language needs, and language needs should be accommodated), to provide, at a minimum, the following:

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- a. Sign language for the deaf
  - b. Spanish interpreters
  - c. Interpretation in the more common foreign languages
3. A resident handbook shall be reviewed with the resident on his/her entry per the above guidelines. The handbook will contain sections such as program description, program rules, residents' rights, residents' responsibilities, use of counselors, and relationship to the courts.

## **B. Employment of Residents**

The facility shall use community resources as opportunities for residents to be employed, either full- or part-time, when appropriate

### **1. Legal and Regulatory Requirements**

Staff shall ensure that each employment opportunity meets all legal and regulatory requirements for youth employment and shall include, at a minimum, the following:

- a. Applicable minimum wage
- b. Health laws
- c. Safety laws
- d. Working hours consistent with labor laws regarding age

### **2. Employment Search**

Staff and community resources shall be made available to assist the resident in the search for employment. This shall not be offered in lieu of encouraging residents efforts to find their employment on their own. Staff shall do the following:

- a. Maintain a list of known and approved employers of youth
- b. Regularly update employment lists
- c. Routinely watch for or seek out employment opportunities
- d. Maintain a current job opportunity list on the resident bulletin board
- e. Have readily available newspaper job listings, current telephone numbers for the state employment office, local Job Training Partnership Act opportunity lists, and other agencies that might assist in employment.

### **3. Employment Monitoring**

Unless otherwise indicated, the resident shall be monitored at a rate required in [YCC 60-4, Supervision Standards](#). The employer shall also be consulted regularly regarding the resident's work abilities and performance.

## **C. Educational and Vocational Programs**

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All juveniles shall meet legal educational requirements, with staff promoting and supporting the enrollment in educational and vocational training programs. Staff shall be aware of special placement programs for physical, mental, and emotional handicaps and learning disabilities and coordinate with schools to ensure the placement of juveniles in appropriate programs to meet their needs. While in the facility, all residents shall be encouraged to be in either an educational or vocational program, whether required by law to attend or not.

1. Regular School Placements

School placements shall be made as soon after intake as possible. Appropriateness of placement shall be determined by examining intake information, interviews with the resident, previous school reports, and consultation with the local school.

2. Special Educational Placements

Residents occasionally require special educational services, which school systems are required by law to meet. To assess a resident for such placements staff should do the following:

- a. Evaluate the resident's intake information regarding academic abilities and achievements
- b. Gather information from previous school and parents, where possible
- c. Assess and evaluate psychological, medical, and psychiatric information received at intake
- d. On suspecting problems interrupting the mainstreaming of a resident in the school setting, secure psychological/psychiatric examinations and/or medical information
- e. Request and/or assist the local school to make an Individual Educational Plan (IEP) involving parent(s)/guardian(s) whenever possible.

**D. Recreation and Play**

There should be an indoor and outdoor recreational program. Transportation to community recreation and leisure-time activities should be used for individual and group activities outside the facility. Staff should have some training in recreation and/or physical education to ensure good planning, organizing, supervision, and use of a facility and community activities. Before any resident is involved in strong physical activity, staff should ensure there are not medical restrictions for the resident.

1. In-house recreational activities

An area should be designed in the facility for leisure activities. These activities should minimize television and make full use of table games and other activities

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encouraging both solitary entertainment and small group interactions. These activities may include arts and crafts; card games; table games; solitary activities such as crossword puzzles, computer games, reading, etc.; and interactional games such as charades, and board games.

2. Outdoor facility activities

When possible, the grounds of the facility shall provide activity opportunities for both outdoor leisure and gross motor physical activities. They may include basketball, picnicking, horseshoes, badminton, and picnic tables for table games.

3. Community activities

- a. The use of community resources should be maximized, where possible. This shall include the following:
  - i. Community involvement in the facility through volunteers and contracted organizations
  - ii. Activities in the community such as
    - a) community plays, concerts, lectures;
    - b) community events, such as fairs, block parties, local fireworks displays, or similar events; and
    - c) community movie theatres, roller or ice skating rinks, restaurants, bowling alleys, and gyms.
- b. Recreational planning should accomplish the following:
  - i. Encourage team participation for learning skills of working with others cooperatively.
  - ii. Encourage learning of new skills.
  - iii. Use and enhance gross motor skills at least three times per week.
  - iv. Promote, encourage, and teach free time constructive creativeness to supplant television as a primary activity.
  - v. Demonstrate and expose residents to community activities available to them on release, both free and at minimal expense.
  - vi. Encourage learning through reading, writing, speaking, and group participation
  - vii. Provide a wide variety of experiences for a wide variety of preferences in residents.

**E. Religious Practices**

All residents should have to opportunity to voluntarily participate in their respective religious practice. Residents should be permitted to attend religious services of their choice in the community and to receive visits from representatives of their respective faiths. Sign-out and supervision procedures shall be established to accommodate these needs. A Parish Nurse is available to facilitate faith connections.

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**F. Financial Assistance**

Provisions shall be made through either facility funds, a separate children's fund, and/or through public and/or private agencies for emergency financial assistance. These can include monies from placement funds, individual resident savings accounts, and household charge accounts. This may be done through loans to residents, weekly allowances, special funds, or the use of community volunteers and/or community agencies.

**G. Treatment/Education/Support Group Resources**

In assessing the individual resident for his/her individual program plan, there may be specific treatment, educational, or support group needs. These resources shall be sought, when appropriate, in the community, and provisions made for attendance as required.

**H. Revocation Alternative Program**

Youth entering the YTCs under an intervention agreement will be expected to meet the following criteria:

1. Youth will enter the centers for a program not to exceed 90 days and will be expected to meet the educational goals, employment opportunities and counseling and treatment expectations set out in the intervention agreement and transition center case plan while at the centers.
2. Any stay longer than 90 days must be justified and approved by YCC Bureau Chief.
3. Monthly staffing will occur with each youth to include their primary parole officer and other team members as indicated.
4. To progress in their 90 day period the youth must meet defined objectives. The objectives must be concise and easy for all parties, including the youth, to understand and achieve.
5. If youth meet objectives in 90 days they may be stepped down to a community placement.
6. If, at 75 days in the program, the next step does not appear possible an extension must be requested by the primary JPO using YCC 60-17 (D).

**IV. CLOSING:**

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

**V. REFERENCES:**

[YCC 60-1](#) [Case Management Overview](#)  
[YCC 60-4](#) [Supervision Standards](#)

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**VI. ATTACHMENTS:**

YTC 160-1 (A) Monthly Activities  
YTC 160-1 (B) Bedroom Assignments  
YTC 160-1 (C) Extreme Sports Agreement  
YTC 160-1 (D) Home on Leave Request